

**Child Support Recovery Unit  
Information Sheet for Sheriffs and Private Process Servers**

**Changes in service of process procedures involving a crime victim center (shelter)**

The Child Support Recovery Unit (CSRU) now has new service procedures for situations when the person to be served resides in a crime victim center (shelter). This change resulted from legislation on domestic violence prohibiting disclosure of a shelter address. Iowa Code § 915.20A(2) states (with emphasis added) that, “*Under no circumstances shall the location of a crime victim center or the identity of the victim counselor be disclosed in any civil or criminal proceeding.*” In order to protect addresses by not filing them, CSRU has revamped service procedures for people who reside in a crime victim center (shelter).

CSRU will first offer the person to be served the choice of accepting service. If the person does not do so, we will send the documents to you for service. The new procedure is as follows:

1. Complete the *Return of Service* (470-3325) or (470-3181) with no actual address (just “crime victim center within the State of \_\_\_\_\_(the state where the center is located in)”) as the address of service. For example, instead of stating “1200 Walnut Street, Des Moines, IA,” state “crime victim center within the State of Iowa.”
  - Note: The Iowa Rules of Civil Procedure, Rule 59(b), require a return of personal service to state the time, manner, and **place** of service. Therefore, in shelter cases, for the “place” of service, list the words “crime victim center” on the return of service.
2. Complete the § 915.20A *Affidavit Regarding Return of Service* (470-3656), with the actual address where service was obtained.
  - The § 915.20A *Affidavit of Service* (470-3656) is a new form that states the actual address of service and must be signed by the sheriff or private process server and notarized.
3. Return both forms to CSRU.
  - If challenged, CSRU will have the § 915.20A *Affidavit Regarding Return of Service* (470-3656) with the actual address in its files. Iowa Rules of Civil Procedure, Rule 59.1, allow CSRU to provide additional information if there is a challenge by the person served.

Thanks for your assistance in complying with changes in service of process procedures involving crime victim centers (shelters). If you have any questions about these procedures, please contact your local child support office.